



Solicitation Information
December 22nd, 2003.

RFP #: **B03252**

TITLE: **OFFICE SUPPLIES, PAPER AND TONER**

Submission Deadline: **Wednesday, January 21st, 2004 at 2:45 PM EST**

PRE-BID/ PROPOSAL CONFERENCE: Yes

Date: Thursday, January 8th, 2004.

Time: 1:00 PM

Mandatory : No

Location: Rhode Island College, Roberts Hall Auditorium, 600 Mount Pleasant Avenue,
Providence, RI

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 11:30 AM EST, Monday, January 5th, 2004. **Send questions in a Microsoft Word Attachment.**

Please reference RFP # B03252 on all correspondence. Any questions received will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M, CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at: www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT AN RIVIP BIDDER CERTIFICATION COVER FORM

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I. OVERVIEW OF RFP PROCESS

A. STATEMENT OF PURPOSE

The State of Rhode Island would like to invite your company to respond to this Request For Proposal(s) (RFP) to supply the State's various departments, agencies and institutions of higher education with Office Supplies, Paper and Toner products.

In accordance with the State's General Terms and Conditions, this RFP is being initiated as part of a larger cost reduction initiative to fully leverage Rhode Island's spending and best purchasing practices to institute relationships with vendors that optimize quality, service and pricing to the State. This initiative should also result in more disciplined contract purchasing on the part of all Rhode Island departments, agencies, and institutions of higher education, with adherence to the vendors and products selected during the course of this process.

B. PROPOSAL FORMAT

The Rhode Island Department of Administration (DOA), Division of Purchases, on behalf of all Rhode Island departments, agencies, and institutions of higher education, is soliciting proposals from qualified firms to provide Office Supplies, Paper and Toner under one or more Statewide Master Price Agreement(s), as described elsewhere herein, and in accordance with the terms of this RFP and the State's General Conditions of Purchase, which are available on the internet at www.purchasing.ri.gov. This is a Request for Proposal(s) (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated on the basis of the relative merits of the proposal. There will be no public opening and reading of responses received pursuant to this RFP, other than to name those Bidders who have submitted proposals.

C. RFP DEFINITIONS

Whenever the following terms are used in this document, the definitions below should be used for interpretation:

C.1 "THE STATE" or "Rhode Island": The State of Rhode Island and Providence Plantations, and all associated departments, agencies and institutions of higher education unless otherwise explicitly listed as included or excluded. The issuing agency, the Department of Administration (DOA), will administer the contract on behalf of all contract users in the State.

C.2 "BIDDER": Any individual, company, or corporation formally submitting a proposal for the products or services being requested, acting directly or through a duly authorized representative.

C.3 "CONTRACT": Any written agreement between a Bidder and the State for the purchase of a product or service, including any Master Price Agreement (MPA) issued at the conclusion of this RFP process.

C.4 "CONTRACTOR": Any individual, company, or corporation that has been awarded a contract by the State of Rhode Island following this RFP process.

C.5 “CONTRACT USERS”: All State departments, agencies, institutions of higher education, other designated public bodies, and other entities (e.g. municipalities and school districts) authorized to utilize State of Rhode Island MPA contract pricing.

C.6 “PROPOSAL”: The complete response of a Bidder submitted on the approved forms offering prices and service levels for performing the work or supplying the material or equipment described in the specifications set forth herein.

C.7 “SKU”: A Stock Keeping Unit is a specific product item that has a unique identification number associated with it for inventory purposes.

C.8 “CONTRACT LIST”: A specific and restricted set of frequently purchased SKUs that Rhode Island, in conjunction with the Contractor, has established as a Rhode Island Contract User Catalog . Items purchased from the “CONTRACT LIST” may also be referred to as “On-Catalog Purchases”.

C.9 “OFF-CONTRACT ITEMS”: All non-“Contract List” items that are available for purchase from the Contractor, but are not on a Rhode Island Contract User Catalog. “OFF CONTRACT ITEMS” may also be referred to as “Off-Catalog Purchases”.

D. SCOPE OF PROPOSAL

This Request For Proposal(s) (RFP) includes expenditures for the following elements of Office Supplies, Paper and Toner: all general office supplies related products, paper products, and toner products for fax machines and printers.

In the past, annual Rhode Island spending in Office Supplies, Paper and Toner has been approximately \$5.0 million. Spending has been approximately \$ 2.9 million on general office supplies, \$1.2 million on paper products, and \$900 thousand on toner products.

While this RFP does not constitute any commitment on the part of Rhode Island to purchase the same annual volume of goods and services in the future, this should be considered a good guideline for future Rhode Island spending when preparing a response to this RFP.

Please note that Rhode Island is inviting Bidders in this RFP to bid either on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. paper and/or toner) that are the core offering of that Bidder’s business.

E. PROCESS FOR EVALUATING PROPOSALS

Please read through all sections of this RFP carefully and provide the information as requested. Details for preparing your proposal are provided in ‘**Section II Instructions for responding to this proposal**’. Your proposal should provide your most aggressive pricing under the assumption that your company may receive a substantial portion of the State of Rhode Island’s business. The overall criteria that will be used to evaluate your proposal are as follows:

E.1 Evaluation Criteria: The State will commission a Category Evaluation Team composed of Rhode Island purchasing officials and, where applicable, a selection of key category end-users

from across Rhode Island government bodies that will review and score all proposals using the following criteria:

Element	Weighting (out of 100 points)
Pricing for Products (Section A-E of the Cost Proposal)	65 points
Incentives, Discounts and Rebates (Section F of the Cost Proposal)	10 points
Ordering, Compliance Management, Billing and Reporting Capabilities	10 points
Capability to Meet Other Rhode Island Service Level Requests as Articulated in the Section III, Technical Proposal	15 points

These evaluation criteria will be used to evaluate proposals for either all or a portion of the subcategories of purchased goods and services included in this RFP.

If determined in writing by the Chief Purchasing Officer that it is in the best interest of the State, this Request for Proposal(s) may be cancelled or all submitted Bidder proposals may be rejected (Rhode Island Purchasing Law 37-2-23).

E.2 Selection: The Category Evaluation Team will present written findings, including the results of all evaluations and negotiations, to the Chief Purchasing Agent, or his designee, who will make the final selection for this requirement.

Notwithstanding the above, in accordance with the State's General Terms and Conditions the State reserves the right to accept or reject any proposal, to award on the basis of cost alone, to conduct additional negotiations and to act in the best interest of taxpayers and end users.

E.3 Award: This RFP will result in one or more statewide Master Price Agreements (MPAs) for the purchase of Office Supplies, Paper and Toner either for the period of time designated in this RFP or established as the result of final negotiations with one or more successful Bidders.

One or more contract(s) comprising (a) statewide MPA(s) will be issued incorporating all agreed contract pricing, terms and conditions.

F. RFP PROCESS, TIMING AND CHECKLIST OF KEY DATES

Proposals in response to this RFP are due Wednesday, January 21, 2004, at **2:45 PM EST**.

It is expected that the winning Bidder(s) should finalize and sign contracts within thirty (30) days of being selected for award.

Proposals will be opened on Wednesday, January 21st, 2004, at 2:45 PM EST at the Division of Purchases Bid Room, Second Floor, One Capitol Hill, Providence, RI 02908. During this opening, offers will be acknowledged by a public reading of only the names and addresses of the Bidders. Bidder attendance at the opening is not mandatory.

Key RFP Process Dates:

Activity	Location	Date
Questions from Bidders Due to Rhode Island via email	Via email as Microsoft Word attachment to: questions@purchasing.state.ri.us	Monday, January 5 th , 2004 11:30 AM EST
Pre-Proposal Conference	Rhode Island College, Robert's Hall Auditorium, 600 Mt. Pleasant Avenue, Providence, RI	Thursday, January 8 th , 2004 1:00 PM EST
Responses to Bidder Questions Posted on RIVIP	RIVIP website: www.purchasing.ri.gov	Monday, January 12 th , 2004 4:30 PM EST
Proposals due from Bidders to Rhode Island	Division of Purchases, Second Floor, One Capitol Hill, Providence, RI 02908 (see delivery addresses below)	Wednesday, January 21 st , 2004 2:45 PM EST

Any additional information pertaining to this RFP or changes in the timeline may be posted on an as-needed basis. It is the responsibility of the Bidder to regularly review the **RIVIP website**, www.purchasing.ri.gov, to check for any additional postings.

It is strongly suggested that the vendor mark this RFP on the RIVIP Vendor Watchlist for ease of monitoring critical information and amendments. Assistance in using this RIVIP feature can be obtained by reviewing the on-line tutorials available under the Vendor Center Section or by contacting the RIVIP Help Desk at (401) 222-2142 ext 134.

G. SUBMITTING QUESTIONS

To assure that Bidders can submit the best offers, a question and answer period has been scheduled to provide Bidders with the opportunity to obtain clarification or additional necessary information about the RFP content and process.

As referenced in Section F, all questions are due to Rhode Island by: 11:30 AM EST, January 5th, 2004.

All questions about this RFP must be submitted in writing via e-mail as a Microsoft Word attachment at questions@purchasing.state.ri.us. All questions should reference, where applicable, a specific section of the RFP by its numerical reference and its associated page number.

Questions will be answered in writing publicly as an addendum to the RFP. Both the questions and the answers will be included in the addendum.

H. TERMS AND CONDITIONS GOVERNING RESPONSES TO THIS RFP

H.1 Completeness and Adherence to RFP Instructions: Potential Bidders are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to offer a complete submission as described elsewhere herein may result in rejection of the proposal and disqualification of the Bidder from further participation.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this proposal are welcome and are specifically requested in specific sections of this RFP. However, these are not requested as a substitute to the requirements set forth in this RFP but as an optional addition to a Bidder's proposal to Rhode Island. With the exception of where specifically invited to do so, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.

H.2 Deadline, Format, and Location of Proposal Submission: Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. Proposals FAXED to the Division of Purchases WILL NOT BE CONSIDERED.

H.3 Incurred Expenses: The State of Rhode Island is not responsible for expenses incurred by the Bidder to develop and submit a Proposal. Any costs incurred from site visits for discussions or negotiations are also entirely the responsibility of the Bidder, unless otherwise specified herein.

H.4 Ownership and Syndication of Proposals: Bidders are advised that all materials submitted in response to this RFP will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for public inspection immediately upon request, once an award has been made.

H.5 Duration and Availability of Pricing: Proposals are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

H.6 Joint Ventures: It is intended that an award pursuant to this RFP will be made to a prime contractor. However, joint ventures will be considered, with the understanding that a prime contractor will assume responsibility for all aspects of the work. The joint venture should be clearly indicated in the Bidder's proposal, and complete details of the activities, procedures, financial responsibilities, and other related items should be clearly disclosed within the proposal.

H.7 Supersede Agreement: If Rhode Island accepts a Bidder's proposal and enters into a contract, the selected Bidder will hereby agree to offer Rhode Island the option to terminate, with thirty (30) days notice and without penalty, all or a portion of any active contracts between the Bidder and Rhode Island. The option to terminate other active contracts with thirty (30) days notice shall be at the sole discretion of Rhode Island.

H.8 Statement of Non-Commitment: This RFP is not a commitment to contract with any party.

H.9 Statement of Non-Exclusivity: Pursuant to the State's right to issue multiple awards, no contract arising from this RFP shall have an exclusivity clause.

H.10 Termination Clause: Any contract arising from this RFP process may contain the stipulation that the contract may be terminated at the discretion of the State with sixty (60) days written notice.

H.11 Availability of Funds: This RFP process is expected to result in one or more multi-year contracts. Per Rhode Island State Law [37-2-33], contract obligations beyond the current fiscal year are subject to availability of funds. Continuation of the contract beyond the initial fiscal year will be at the discretion of the State.

H.12 Ability to Contract with Rhode Island: Any contract issued as a result of this RFP shall incorporate the provisions of this RFP, the RIVIP-generated Cover Sheet and the offer submitted by the Bidder (as negotiated). In addition, in accordance with Rhode Island General Law 37-2-13(e), the State's Purchasing Rules and Regulations, including the State's General Terms and Conditions, are "incorporated by operation of law in all state contracts" (available on RIVIP under General Information, Rules and Regulations). Any special terms or conditions which would prevent a Bidder from entering into a contract with the State must be identified as such and must be submitted with the proposal.

H.13 Governing Law of Any Contract Arising from this RFP: The laws of the State of Rhode Island shall govern all questions to the execution, nature, obligation, instruction, validity and performance of this RFP and any contract arising from this agreement. The Rhode Island Superior Court shall have sole jurisdiction to interpret and enforce the terms of this contract and any dispute regarding the same.

H.14 Misrepresentation: In the event that a Bidder intentionally and falsely represents any information provided by that Bidder to the State, the State has the right to disqualify that Bidder's proposal. In the event it is determined that a contractor intentionally and falsely represented any information provided to the State either during proposal, award, negotiation or contracting process, the State has the right to terminate the contract without prior notice and the contractor shall be liable for all expenses incurred by the State for such termination or any action against the State, any of its Departments, officers, agents and/or employees by another individual resulting from the misrepresentation.

H.15 Indemnification: The successful Bidder agrees to indemnify and hold harmless and defend the State and its Departments, officers, agents and/or employees from and against, without limitation, any and all liabilities, claims, damages, penalties, forfeitures, suits, sanctions, settlements and judgments, including, without limitation all reasonable investigative fees, costs

of defense, cost of suit and reasonable attorney's fees which the State, its Departments and/or their officers, agents and/or employees may hereinafter incur, become responsible for or pay out as a result of a settlement, judgment, order, award or otherwise arising out of death or personal injury to any person, destruction or damage to any property and/or any violation of governmental laws, regulations, orders or to the extent caused by the successful Bidder's negligence or the successful Bidder's failure to perform its obligations in accordance with the terms of the contract and/or the successful Bidder's approved proposal. The successful Bidder will provide to the State prompt written notice of such claims, information and reasonable assistance, and sole authority, at the successful Bidder's sole cost and expense to defend or settle any of the above types of claims made against the State, its Departments, their officers, agents and/or employees relating to the successful proposal or to the performance of the same.

H.16 Non-Assignment: The services to be performed by the contractor shall not be assigned, sublet or transferred except as expressly allowed by the contract, without prior written approval of the Chief Purchasing Officer or his/her designee, nor shall the contractor assign any monies due under any contract entered into with the State pursuant to these specifications, without prior written approval by the Chief Purchasing Officer or his/her designee.

II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL

A. INTRODUCTION AND OVERVIEW

To be considered a fully completed response to this RFP, all offers must include the following in the proposal:

- 1) **Procedural Forms**
- 2) **Executive Summary**
- 3) **Technical Proposal**
- 4) **Cost Proposal**
- 5) **A CD-R containing electronic files of the documents submitted for items 2-4**

The requirements of each of these are explained in much greater detail in the following sections.

B. VENDOR ONLINE REGISTRATION

Prior to submitting response to this response to this RFP, Bidders must register online at the State Purchasing website; instructions can be found at www.purchasing.ri.gov/Quick.asp.

C. PROCEDURAL FORMS REQUIRED FOR PROPOSALS

The following forms are required as part of a response to this RFP:

C.1 RIVIP Generated Bidder Certification Form: This form is automatically downloaded with the RFP document posted on the Division of Purchases website www.purchasing.ri.gov. Call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

C.2 W-9 Taxpayer ID Form: A copy of this form is downloadable from the Division of Purchases website www.purchasing.ri.gov. Bidder should call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed W-9 form may result in disqualification.

C.3 Non-Collusion Statement: Bidders must certify that their proposals are made without collusion or fraud and that they have not offered or received any inducements in connection with their proposal, and that they have not conferred regarding this with any public employee having official responsibility for this procurement. A copy of the Non-Collusion Statement can be found in Section V of this RFP and should be signed and submitted with the proposal. Offers received without the entire completed Non-Collusion Statement attached may result in disqualification.

D. EXECUTIVE SUMMARY

The executive summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of a Bidder's technical approach and ability to meet the State's requirements (see Sections III and IV for additional details). Please submit the name of your company's primary contacts for this RFP and their contact information in this executive summary.

E. TECHNICAL PROPOSAL

The purpose of the Technical Proposal, at a high level, is the following:

- 1) To provide a Bidder with a set of Rhode Island service level requirements for Office Supplies, Paper and Toner, and allow a Bidder to indicate which of these service levels the Bidder can meet, which it can exceed, and which it would require proposing an alternative for, and what that alternative would be.
- 2) To provide a Bidder with a set of critical questions or requests for information necessary for Rhode Island to assess a Bidder's competitive capability to effectively serve the State. *These questions/requests are indicated in italics to differentiate them from Rhode Island service level requirements.*

The specific service levels and questions included in the technical proposal are included in **“Section III: Technical Proposal Requirements”** of this RFP.

To simplify and standardize responses and to expedite evaluation and contract award, an Excel workbook entitled “RFP#B03252_Technical_Proposal.xls” and containing Technical Proposal Bid Forms has been provided for Bidders to use in submitting responses to all aspects of the Technical Proposal. Each component of the Technical Proposal has a separate worksheet in this Excel workbook that reiterates the specific service level or question, and provides a pre-formatted space/field for an offer or answer to be data-entered. Additional samples and examples may be requested in specific instances as addendums to a Bidder's response. Each Excel worksheet has been formatted to print to facilitate the compilation of the hard copy submission requirements (see **“Section II.H: Submitting Completed Proposals to Rhode Island”**).

To obtain a copy of the Technical Proposal Electronic Bid Forms, Bidders **MUST** send a request for an electronic copy to: eresponse@purchasing.state.ri.us, prior to January 7th, 2004, or in person at the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island. Please refer to **“Section II.G Obtaining Electronic Bid Forms”** for detailed instructions on how to receive RFP documents via email.

Do not change the text, data, formatting or structure of these electronic Excel workbooks.

Submission of incomplete responses may result in a proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information that the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

F. COST PROPOSAL

The Cost Proposal provides the framework for a Bidder to submit proposed pricing for those products and services included in this RFP. The cost proposal provides the following:

- 1) Additional terms and conditions of any contract resulting from this RFP that may impact price (in addition to those service level requirements articulated in the Technical Proposal)
- 2) Pricing Grids containing a contract list of SKUs that has been established by Rhode Island based on its historic purchasing activity which a Bidder can use to propose pricing. There will separate pricing grids for: (1) General Office Supplies, (2) Paper Products, and (3) Toner Products
- 3) Pricing Grids that provide a Bidder with the opportunity to propose substitute products for those SKUs that Rhode Island has submitted on its contract list
- 4) A Pricing Grid to request a percentage discount off of list pricing for off-contract products
- 5) A Pricing Grid for additional incentives, discounts and rebates

To simplify and standardize responses and to expedite evaluation and contract award, an Excel workbook entitled “RFP#B03252_Cost_Proposal.xls” and containing Cost Proposal Bid Forms has been provided for Bidders to use in submitting responses to all aspects of the Cost Proposal. Each component of the Cost Proposal has a separate worksheet in this Excel workbook that reiterates the specific service level or question, and provides a pre-formatted space/field for an offer or answer to be data-entered. Additional samples and examples may be requested in specific instances as addendums to a Bidder’s response. Each Excel worksheet has been formatted to print to facilitate the compilation of the hard copy submission requirements (see **“Section II.H: Submitting Completed Proposals to Rhode Island”**).

To obtain a copy of the Cost Proposal Electronic Bid Forms, Bidders MUST send a request for an electronic copy to: eresponse@purchasing.state.ri.us, prior to January 7th, 2004, or in person at the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island. Please refer to **“Section II.G Obtaining Electronic Bid Forms”** for detailed instructions on how to receive RFP documents via email.

Do not change the text, data, formatting or structure of these electronic Excel workbooks.

Submission of incomplete responses may result in a proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information that the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

Specific detailed directions on how to complete the Cost Proposal can be found in **“Section IV: Cost Proposal Requirements”** of this RFP.

Please note that Rhode Island is inviting Bidders in this RFP either to bid on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. paper and/or toner) that are the core offering of a Bidder's business.

G. OBTAINING ELECTRONIC BID FORMS

Use of the Electronic Bid Forms provided by the State for submission of offers for RFP # B03252 is mandatory. Electronic Bid Forms will be provided to Bidders in Excel 97 format. It is a Bidder's responsibility to assure that such Bidder has the technical capability to obtain and utilize all Bid documentation in the form and manner set forth in this RFP.

All forms will be transmitted by email to Bidders in a single Zip file. To obtain a copy of the RFP Response Zip file, a Bidder must send an email to eresponse@purchasing.state.ri.us using Bid Number "B03252" as the "Subject." The Bid number used in the subject field must be entered exactly. (NOTE: The only alpha character in the Bid number is the "B." Do not use an "O" instead of a zero.) The Bid Forms zip file will automatically be emailed to the requesting email address. If assistance is required, Bidder may contact the RIVIP Help Desk at (401) 222-2142 x 134 or by email at helpdesk@purchasing.state.ri.us.

Bid responses must include the correctly completed Electronic Bid Forms on a CD-R. It is the responsibility of Bidder to assure that all of the required Electronic Bid Form files are contained on the submitted CD, and that they are uncorrupted, readable and usable by State of Rhode Island purchasing officials.

H. SUBMITTING COMPLETED PROPOSALS TO RHODE ISLAND

Participating Bidders will need to submit a completed proposal in the following format:

- Ten (10) hard-copy print-outs (1 original marked "Original" and 9 copies) of the complete set of responses to this proposal, including:
 - Procedural forms with an original signature in ink
 - Response to the Technical Proposal
 - Response to the Cost Proposal
 - Any sample reporting or other sample material
 - A CD containing an electronic copy of the Technical Proposal and Cost Proposal responses
- Provide proposals in sealed envelopes or cartons with the Bidder's name and address and the RFP number and date and time of opening on the outside of the envelope/container.
- The original copy should have 'Original' designated on the sealed envelope or carton.
- Electronic copies of the Technical Proposal and Cost Proposal should be:
 - Provided on CD labeled with the RFP # B03252, the content of the CD (i.e. Technical and/or Cost Proposal), and the name of the Bidder (Company Name).
 - Named (for Technical) : "RFP#B03252_Technical_Proposal_<BidderName>"
 - Named (for Cost): "RFP#B03252_Cost_Proposal_<BidderName>"

Proposals must be received on or before the deadline of Wednesday, January 21st, 2004, at 2:45 PM EST:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE:

- **Proposals received after the above-referenced due date and time will not be considered.**
- **Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The official time clock for this RFP is located in the reception area of the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island.**
- **Proposals faxed to the Division of Purchases will not be considered.**

III. TECHNICAL PROPOSAL REQUIREMENTS

Below is a list of service level requirements for any contract related to purchasing Office Supplies, Paper and Toner, as well as questions that pertain to the State of Rhode Island's criteria for selecting a vendor. As described in Section II of this RFP, a Bidder should use the appropriately designated Excel worksheet in the Excel workbook file entitled RFP#B03252_Technical_Proposal.xls to indicate which of these service levels the Bidder can meet, which it can exceed, which service level would require an alternative proposal, and what that alternative would be. The Bidder should also provide concise but comprehensive responses to any questions or requests for further information in each section.

A.1 Custom Catalog Generation: Rhode Island may require that the Contractor create and distribute (a) custom catalog(s) and price list(s) containing all Contract List items (see **Section I.C.8** for definition). The catalogs are to be printed, warehoused, and distributed by the Contractor to the State of Rhode Island at no additional cost to the State of Rhode Island and its agencies, institutions and public bodies. The catalog's contents are to be grouped by primary product lines (e.g., folders, ribbons, etc.) and must contain detailed policies, procedures, and instructions for order placement. Mid-cycle inserts may be required to notify end-users of product additions or deletions. *Please indicate your company's ability to meet this requirement and note how often they will be printed and distributed to the agencies.*

A.2 Order Placement by Fax: Contractor should maintain a live, twenty-four (24) hour local or toll-free telephone access number for all Contract Users to respond to questions. Contractor should also maintain a local or toll-free facsimile number for all orders to be placed via fax. All contact information including access numbers, should be included in the Catalog and preferably be available to all Contract Users online. Prior to an award, successful Bidders will be required to identify/establish one or more local or toll-free access numbers allowing free calls from all State office locations. *Please indicate your company's ability to meet these requirements, including detailed information on typical procedures for placing and verifying orders.*

A.3 Online Ordering: Rhode Island is considering requiring and implementing a Contractor-managed online ordering system. *Please provide a comprehensive review of your company's online ordering capabilities, specifically a description of your capabilities in the following areas:*

- *Customized Rhode Island specific web page*
- *Ability to review product availability and purchase Contract List Items*
- *Ability to review product availability and purchase Off Contract items*
- *Full product descriptions, list prices, RI price, and units of measure for all items*
- *Individual contract user ids and logins*
- *24 hour access to orders*
- *Compliance controls (including restricted access of Contract Users to a limited set of items and/or end-user supervisory approvals)*

A.4 Compliance Management: State of Rhode Island contract users are required to purchase only On Contract products and services, unless authorized to do otherwise. Rhode Island expects any selected Contractor(s) to be able to actively support compliance with this requirement. *Please provide details how your ordering systems help to manage compliance. Please provide information for orders placed via facsimile and online. Please note how your systems allow and authorize approved compliance exceptions.*

A.5 Product Availability: Contractor must agree that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated State of Rhode Island representative during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days. In such instances, Contractors must work with the Division of Purchases Official(s) to identify and implement alternative options that shall maintain or reduce costs associated with replacement SKU's. Contractors will be prepared to offer detailed quarterly reports, if requested by the State, displaying removed SKU's off of contract list and suggested replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to discontinuation, including replacement part number, description, list price, applicable discount, and final price. *Please indicate your company's ability to meet this requirement.*

A.6 Contract List Maintenance: Contractor must agree to an annual evaluation of the Contract List and the State's top spend items. Contractor and the State will revise the items on the Contract List to replace discontinued SKUs and to rebalance the list through additions and deletions, ensuring that the items that accounted for the largest spend in the prior twelve (12) months are included on the Contract List. Recommended additions and deletions will be reviewed with Purchasing and revisions to the Contract List may follow, if agreed to by the Chief Purchasing Agent. *Please indicate your company's ability to meet this requirement and describe typical contract list maintenance procedures for similar clients.*

A.7 Fill-Rate Requirements: Contractor should maintain a fill rate of 98% for contracted Contract List items. The selected contractor(s) should also maintain a 95% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order). *Please indicate your company's ability to meet this requirement, and include historic fill rates for contract lists and full line catalogs.*

A.8 Response Times to Orders: Contractor(s) must be able to fill and deliver orders for General Office Supplies and Toner products on-site within one (1) day of order placement by Contract Users, either via the internet or fax based on an order submitted by 5:00 p.m. the prior day. Contractor(s) should be able to fill and deliver orders for Paper products on-site within 2 days of order placement by Rhode Island. *Please indicate your company's ability to meet these requirements, and include typical response time to orders (by product subcategory, if applicable).*

A.9 Site Delivery: Contractor or assignee should make delivery of each order to an inside location (e.g. warehouse, desktop, etc.) as directed by the ordering customer. Contractor must comply with parking and delivery requirements (times, locations, permits, etc.) of the ordering

customer. Vendor will obtain “ship to” information from each participating customer. *Please indicate your company’s ability to provide this on a regular basis for across the State of Rhode Island geography. Indicate if delivery is provided directly by your company’s resources, or if third party vendors are used. If a third party vendor(s) is used, submit a signed certification by the third party as to the ability to meet these requirements.*

A.10 Shipping: A packing label must be on each box and should include the following items, visible on the outside of the box:

- Vendor order number
- Rhode Island personnel customer contact person
- Ordering customer’s name and unit (department, agency, division, etc.)
- Delivery address (with floor and room number, where appropriate)
- Telephone number
- Rhode Island purchase order number

A packing slip must also be included with each shipment, and should include at least the following information in no particular order:

- Rhode Island purchase order number
- Line item description(s)
- Product item number(s)
- Quantity ordered
- Quantity included in shipment
- Status of back order items
- Unit Price
- Number of parcels
- All information contained on the packing label

Please indicate your company’s ability to provide this level of shipping detail for all orders, and any other information you provide as a standard.

A.11 Returns: Any materials delivered in poor condition, in excess of the amount authorized by the ordering customer or not ordered by the ordering customer may, at the discretion of the ordering customer, be returned to the Contractor’s warehouse at the Contractor’s expense within 30 days. Credit for returned goods should be made within two (2) business days once contractor receives returned goods. A returned goods authorization procedure shall be agreed to prior to award. *Please indicate your company’s ability to meet these requirements.*

A.12 Customer Service: Contractor should provide a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative should be available during Contractor’s operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number preferred).

Please provide a description of your customer service capability, and its ability to meet these requirements.

A.13 Quality Assurance Guarantees: Contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturers' warranties. The terms of this contract shall supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or replace immediately without charge (including freight both ways) to Contract Users, any product or part thereof, which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current quality assurance program, if applicable.*

A.14 Test Samples: When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within four (4) days of request by Contract Users. *Please indicate your company's ability to meet this requirement.*

A.15 Reporting Requirements: Contractors are required to provide quarterly and annual reporting on Rhode Island spending. Reporting is due within ten (10) working days after the close of the respective billing period.

Reporting must be provided in an electronic spreadsheet or database format (such as Microsoft Excel).

Usage Reporting should capture the following detail for each order placed:

- Date of order
- Name of Ordering Department / Agency / Institution
- Delivery Address Information
- Line-Item Classification/Description
- Line-Item Manufacturer ID
- Line-Item Contractor ID
- On-Contract or Off-Contract Designation Indicated
- Items Sorted by On-Contract and Off-Contract Designation
- Unit List Price
- Unit Rhode Island Price
- Quantity Purchased
- Total spend per line-item per order

Contractor will also provide Service Reporting on a quarterly and annual basis that captures the following detail:

- Fill-Rate Accuracy
- Average Order Time
- Customer Satisfaction

In addition to these standard reports, the Contract is required to provide, at no additional cost to Rhode Island, supplemental reports related to Rhode Island spending on an as-needed basis.

Please indicate your company's ability to provide this level of reporting detail, and any other information you provide as a standard. Please provide any sample reporting as a separate exhibit.

A.16 Non-Performance Guarantees: Rhode Island is interested in contracting with companies that can offer a credible means to sustain their performance in providing products and high service levels. *Please provide an overview of any non-performance guarantee that you would propose providing to Rhode Island.*

A.17 Additional Proposals for Total Cost of Ownership and Other Non-Pricing Related Cost Reductions During Term of Contract: The State is seeking to establish long-term relationships with its contractors and expects contractors to recommend ways of managing the total cost of ownership in this category of purchases to reduce costs for both Rhode Island and the Contractor. *Please provide Rhode Island with any proposals for additional value creation in this category that you would recommend instituting if awarded the contract. Please include your method for quantifying results, the timeframe for achieving results, and your best estimate of the impact on Rhode Island if implemented.*

A.18 Rhode Island Account Management: *Please provide an overview of the management and customer relationship team that will be responsible for managing the Rhode Island relationship in the event of being awarded Rhode Island's business. Please provide titles, contact information, and prior account management experience for accounts of Rhode Island's size and type.*

A.19 Experience Serving State Governments: *Please provide a description of your company's experience in serving the state government sector.*

A.20 New Contract Implementation: Any new Contractor(s) selected will be required to implement meeting the State's requirements for Office Supplies, Paper and Toner rapidly. *Please provide a description of how your company would implement a new relationship in terms of either a new vendor relationship, or, in the event of an incumbent, new pricing, products and service levels. Feel free to include a workplan and timeline for this type of implementation in a separate attachment. Please include a discussion of how your company educates end-users on purchasing through your company's systems.*

A.21 Company Information: *Using the worksheet provided for this section of the Technical Proposal, please provide the requested detail on company size, financial performance and history.*

A.22 Customer References: *Using the worksheet provided for this section of the technical proposal, please provide three customer references, with a focus on government customers if possible.*

A.23 Minority Business Enterprises: As a progressive, socially responsible government organization, Rhode Island has an established and on-going commitment to providing equal opportunity to Minority Business Enterprises (MBEs) to contract as vendors for Rhode Island's purchased goods and services.

A Minority Business Enterprise is defined by the State of Rhode Island General Laws § 37-14.1-3(f) as: "Minority business enterprise" or "MBE" means a small business concern, as defined pursuant to § 3 of the Federal Small Business Act, 15 U.S.C. § 632, and implementing regulations, which is owned and controlled by one or more minorities or women."

All MBE vendors must be certified by the State Minority Business Office. For further information about Rhode Island's requirements to qualify as a MBE, please contact the MBE Officer at (401) 222-6253.

The State also requests the Bidder to indicate the approximate percentage of spending with MBE businesses within the most recent 12-month period for which data is available.

Please indicate if your company is a Minority Business Enterprise. Please provide a description of your company's capability to track spending on products and services purchased from your company related to MBE on behalf of customers such as Rhode Island. Please complete this section regarding MBE in its entirety, even if the Bidder is not a Minority Business Enterprise.

A.24 Additional Information: *Please use this form as an opportunity to provide any additional information that you would like Rhode Island to review in evaluating your company's proposal.*

IV. COST PROPOSAL REQUIREMENTS

A. TERMS AND CONDITIONS GOVERNING PRICING

In addition to the service level requirements indicated in Section III, the following terms and conditions should apply to all pricing provided, and will be the basis under which any pricing proposed is assumed to be valid when selecting a Bidder and generating a contract resulting from this RFP process:

A.1 Term of Pricing: The term of the pricing proposed by the Bidder will be governed by the following schedules:

- **General Office Supplies Contract List:** the Contract List prices for Office Supplies will remain fixed for the life of contract, with the exception of the annual review of items being proposed as replacements for discontinued items on the Contract List.
- **Toner:** Toner pricing will be fixed for twelve (12) months, with an annual review. Final terms and conditions regarding how pricing on toner products will be re-evaluated will be determined by Rhode Island and the selected finalist(s).
- **Paper:** Paper pricing will be fixed for twelve (12) months, with an annual review. Final terms and conditions regarding how pricing on paper products will be re-evaluated will be determined by Rhode Island and the selected finalist(s).

A.2 Pricing will Reflect the DELIVERED Price: All items will be priced inclusive of any packaging, shipping and delivery charges. Size of order and/or delivery location will have no impact on pricing. Standard delivery and shipping requirements are outlined in Section III.A.8-9 of this RFP.

A.3 Taxes: All pricing proposed will be exclusive of any taxes charged to Rhode Island. Sales to the State of Rhode Island are exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries pursuant to this contract will be free of Federal excise and transportation tax charges. Contractor is subject to all Federal, State and Local taxes, as applicable.

A.4 Term of Contract: It is the intention of the State to establish (a) contract(s) with an initial term of three (3) years, with options for two (2) additional annual extensions. A longer contract duration will be considered (see Pricing Grid F.1), but all unit pricing should be based upon a three (3) year contract term.

A.5 Additional Charges: Service fees or additional costs not covered in this RFP will not be invoiced to Contract Users during the term of this agreement.

A.6 No Return Fee for Errors: There will be no return fees for inaccuracies or other errors on the part of the contractor or the State.

A.7 Rush Charges Due to Errors: Any Contractor's error (e.g., stock-outs, etc.) resulting in a rush delivery requirement will not incur additional rush charges.

B. GENERAL INSTRUCTIONS ON PRICING GRIDS

This section provides detail on how a Bidder should respond to the Cost Proposal requirements of this RFP. Rhode Island has provided an Excel workbook RFP#B03252_Cost_Proposal.xls for use in providing all required pricing in response to this RFP.

Please provide responses to this request by filling out only the cells shaded in yellow.

These pricing grids have been pre-formatted to provide information either in dollars, rounded to the nearest cent, or percentages. Bidders should not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of the bid and disqualification of the Bidder.

Enter numbers on each grid as a "number" (i.e. two-place decimal), and not a "currency" or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. For example, \$7.90 should be entered as 7.90, and 10% should be entered as 0.1.

Enter "n/a" to indicate not available or "0" if there is no charge. Cells left blank will be interpreted as "no offer".

Please provide your company name in the "Bidder Name" section on every pricing grid

Please note that Rhode Island is inviting Bidders in this RFP to either bid on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. paper and/or toner) that are the core offering of a Bidder's business.

The following pricing grids are provided within this workbook for a Bidder to complete:

C. CONTRACT LIST PRICING PROPOSAL

Rhode Island has established a list of 1146 Office Supplies, Paper and Toner related SKU's based on its historic requirements. While Rhode Island may ultimately elect to consolidate this list, for the moment it should be considered the 'market basket' of items in this category that constitute the vast majority of purchases from any contract that arises from this RFP.

Bidders are required to bid on the exact item specified, wherever possible. However, Rhode Island recognizes that not every Bidder carries every manufacturer, and that certain items can become discontinued. Where an exact match is not possible, Bidders should provide an alternative proposal that most closely matches the specifications of the historic Rhode Island SKU, ideally from the same manufacturer. Bidders are asked to bid products for the Contract List in the same quantity per unit as is defined by the State, wherever possible (i.e. do not bid 20-pack of batteries where Rhode Island currently purchases 4-packs).

Pricing Grid C.1 – General Office Supplies Contract List

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Product Category (e.g. binders, labels, etc.)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island
- Exact match (YES/NO) – “YES” if the product offered is an exact match of manufacturer and SKU number provided, or “NO” if an alternative product is proposed

Pricing Grid C.2 – Toner Contract List

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number

- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island
- Exact match (YES/NO) – “YES” if the product offered is an exact match of manufacturer and SKU number provided, or “NO” if an alternative product is proposed

Pricing Grids C.3 and C.4 – Paper Contract List

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line number (for tracking purposes)
- Product Description
- Item Specifications:
 - Weight
 - Size
 - Color
 - Finish
 - Other (e.g. Parts per set [if applicable], 3-hole punch, etc.)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing for Paper products:

- **Pricing Grid C.3: Pricing by Carton** - For each product line requested by Rhode Island, please provide the following:
 - Premium Brand with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets (or sets) per carton
 - List price per carton (from Bidder catalog)
 - Offer Price per carton
 - House or Private Label with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets (or sets) per carton
 - List price per carton (from Bidder catalog)
 - Offer Price per carton
- **Pricing Grid C.4: Pricing by Ream** - For each product line requested by Rhode Island, please provide the following:
 - Premium Brand with the following data points:
 - Manufacturer Name
 - Manufacturer Code

- Manufacturer SKU Number
- Sheets (or sets) per ream
- List price per ream (from Bidder catalog)
- Offer Price per ream
- House or Private Label with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets (or sets) per ream
 - List price per ream (from Bidder catalog)
 - Offer Price per ream

D. SUBSTITUTE ITEM PRICING PROPOSAL

For each of the items included for bid in Rhode Island's Contract List on General Office Supplies and Toners, Bidders are invited to propose a **lower cost substitute** item that the Bidder, with its expertise in this category, believes to be an item that meets the minimum Rhode Island requirement. Please only propose substitutes for those line items that you think have reasonable, lower-cost alternatives of comparable quality.

For Toner products, Bidders are invited to propose generic or remanufactured substitutes.

The State is considering the purchase of Environmentally Preferred Products (EPP), where feasible. For the items on the General Office Supplies contract list, Bidders are invited to offer recycled or otherwise environmentally friendly products as substitutes to the items listed. If EPP items are proposed as substitutes, please include any specifications (post-consumer recycled content, etc.) available as a separate attachment to this proposal.

Pricing Grid D.1 – General Office Supplies Substitute List

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Product Category (e.g. binders, labels, etc.)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number

- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island

Pricing Grid D.2 – Toner Substitute List

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Product Category (e.g. binders, labels, etc.)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island
- Remanufactured (YES / NO) – “YES” if product offered is a remanufactured item, “NO” if it is a generic or Original Equipment Manufacturer (OEM) item

E. OFF-CONTRACT LIST PRICING PROPOSAL

In addition to the pricing proposed on items included in the Contract Lists (see Section IV.B), Rhode Island is also seeking a blanket pricing mechanism to cover all remaining off-contract list items in a Bidder's catalog that may be ordered from time to time.

As such, Rhode Island is requesting Bidders to provide (for General Office Supplies, Paper and Toner):

- A percentage discount off of list to cover off-contract items
- A percentage mark-up on a Bidder's cost as an alternative minimum floor price against the percentage discount off of list (optional)
- A copy of the Bidder's latest catalog with list prices for its entire selection of products and/or a website with complete list price information on all items.
- A list of product categories that a Bidder is proposing to exclude from this blanket percentage off of list and alternative pricing floor, with an explanation of why. For these excluded categories, please provide an alternative price.
- If the Bidder chooses to employ a cost floor in the discounting mechanism, they should provide a method for demonstrating cost transparency.

F. INCENTIVES, DISCOUNTS AND REBATES:

Rhode Island recognizes the potential to realize additional savings by partnering with the Contractors who work with the State to offer additional contract incentives that benefit both parties. This section asks Bidders to propose additional incentives to the State and its Contract Users.

Rhode Island requests that the Bidder propose rebates and discounts that will be extended to the State based on the following criteria:

- **Multi Year Contract Award:** Propose an additional percentage discount on pricing if Rhode Island were to agree to a four (4) or five (5) year contract.
- **Payment Terms:** Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard net 30 days, or via Electronic Funds Transfer (EFT).
- **Electronic Ordering:** Propose an additional percentage discount off orders placed via the Bidder's ordering website.
- **Volume Rebate:** Propose a year-end rebate to Rhode Island if annual sales from Contract Users reaches or exceeds specified spending targets.
- **Average Order Size:** Indicate what annual rebate the Bidder can offer if Rhode Island's average order size reaches the specified minimum levels each year.

This pricing grid has been pre-formatted to provide information in percentages, rounded to the second decimal place. Do not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of the bid and disqualification of the Bidder.

Enter numbers on each grid as a “percentage” (i.e. rounded to two decimal places), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols.

Enter “n/a” to indicate not available. Cells left blank will be interpreted as “no offer”.

TITLE: Office Supplies, Paper and Toner
OPENING DATE: Wednesday, January 21, 2004 at 2:45 PM (EST)

NON-COLLUSION STATEMENT

This is to certify that the undersigned vendor(s) has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Division of Support Services.

It is agreed by the undersigned vendor(s) that the signed delivery of this proposal represents the vendor(s)'s acceptance of the terms and conditions of this request for proposal including all specifications and special provisions. Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Rhode Island, Department of Administration.

COMPANY NAME _____
IS THIS COMPANY: (Please circle) CORPORATION PARTNERSHIP INDIVIDUAL
NAME OF AUTHORIZED REPRESENTATIVE _____
SIGNATURE _____ TITLE _____
COMPANY ADDRESS _____
PHONE NUMBER _____ FAX NUMBER _____
EMAIL ADDRESS _____
FEDERAL E.I. NUMBER _____ RHODE ISLAND LICENSE NUMBER _____

Please circle one of the "Yes" or "No" responses below.

COMPANY CLASSIFICATIONS: CERT. NO.	Women	Yes	No	Minority	Yes	No	Disadvantaged	Yes	No
	Business			Business			Business		
	Enterprise			Enterprise			Enterprise		
	(WBE)			(MBE)			(DBE)		

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
COMPANY NAME _____ CONTACT _____
ADDRESS _____
PHONE NUMBER _____ FAX NUMBER _____
EMAIL ADDRESS _____

THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 ____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____